Gladys B. Gaskins, Director of Human Resources   Sheila Dixon, Mayor

EXAMINATION FOR: **POLICE INFORMATION TECHNICIAN SUPERVISOR (PROMOTION)**

SALARY: $33,213 – $40,062   **GRADE:**   86

CLOSING DATE: October 12, 2007 is the last day to file an application.

POSITION: A Police Information Technician Supervisor schedules, plans and reviews assignments and participates in the activities of a police information unit. Employees may be required to work rotating shifts to provide coverage for evenings and weekends.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible City employees must:

Have a Maryland State Certificate in the automated National Crime Information Center System;
                                                    AND
Have graduated from an accredited high school or possess a GED certificate;
                                                    AND
Have three years of experience in the operation of computer terminals for data entry;
                                                    AND
Have successful completion of a required two-day Maryland State training course in the automated National Crime Information Center System;

                                                    OR

Have an equivalent combination of relevant education and experience in the operation of computer terminals for data entry.

NOTE: YOUR CERTIFICATE AND TRAINING COURSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of a multiple choice test. Candidates are required to make a converted score of not less than 70 on a scale of 100. The certificate, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

DATE OF MULTIPLE CHOICE EXAMINATION: The multiple choice examination is scheduled for Wednesday, December 12, 2007.

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KR/mb POSTED: 10/01/07

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875   For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer   www.baltimorecity.gov   (see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

<u>SCOPE OF THE MULTIPLE CHOICE TEST</u>: The multiple choice examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Supervision, including principles related to scheduling, hiring, firing, promoting and disciplining employees;
- Developing training programs;
- Principles and practices of computerized data entry;
- Proofreading and checking entered data;
- English grammar and usage;
- Working with others.

CANDIDATES INDICATING THE MINIMUM QUALIFICATIONS ON THEIR APPLICATIONS WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR THE EXAMINATION. YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATION UNLESS YOU PRESENT YOUR MARYLAND DRIVER'S LICENSE OR MOTOR VEHICLE ADMINISTRATION ID OR EMPLOYEE PHOTO ID CARD TO THE TEST MONITOR PRIOR TO THE TEST ADMINISTRATION.

Baltimore City
Department of Human Resources
201 East Baltimore Street
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Baltimore, Maryland 21202